



DEPARTMENT OF THE ARMY  
CALIFORNIA ARMY NATIONAL GUARD  
HEADQUARTERS, CAMP ROBERTS  
CAMP ROBERTS, CALIFORNIA 93451-5000

CACR-CDR (5)

23 October 2006

MEMORANDUM FOR SEE DISTRIBUTION

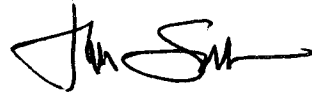
SUBJECT: Command and Staff Coverage on Weekends and Holidays

1. **Purpose:** This memorandum establishes policy and procedures for maintaining command and staff functions, as well as providing command information during weekends and holidays. Memorandum dated 20 January 2006, subject as above is rescinded.
2. **Command:** I retain after-hours management of Camp Roberts and can be reached at my mobile number: 805-391-0681. If needed, the chain of succession is LTC Brown (deputy commander; 805-391-0302) then LTC Trutanich (DPTMS; 805-391-1894). All supervisors will keep their mobile telephones close.
3. **Staff Coverage:** DPTMS, DOL, DPW, Security, Fire Department, Environmental Office, and IM will maintain staff coverage on weekends and holidays. Depending on the customer load, this coverage may be an "on call" number listed in the weekly bulletin. The goal is for everyone with "coverage" duty to have a mobile telephone. **The standard is voice contact within 15 minutes.**
4. **Weekly Bulletin:** DPTMS will publish a weekly bulletin listing current training conditions and directives, units training on the installation, and staff coverage. DPTMS will distribute the bulletin to staff, every tenant, and every unit or customer scheduled to be at Camp Roberts. The Security Office, Billeting Office, Range Control, and the Fire Department will also post the weekly bulletin.
5. **Camp Roberts Information:**
  - a. **The main telephone number is 805-238-3100.** Telecom Branch (DPW) will manage the voice recording and the automated menu.
  - b. **Information Center.** As needed, DPCA will open the Welcome Center at Bldg. 6038. DPTMS will maintain a bulletin board ("Camp Roberts Information") located outside and near the front door. DPTMS will post (updated weekly): map with building numbers; primary and weekend telephone numbers; units on post and telephone numbers, weekly activities; current troop services; and pertinent safety notices. DPW and the Camp Roberts Environmental Office will maintain a second bulletin board ("Environmental Information") in the same general location and post HazWaste turn-in procedures and other environmental information.

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c. **Information Kiosk.** DPTMS will manage the information kiosk at Building 6037. DPTMS and the Environmental Office will post important training, environmental, safety, and public service information.

A handwritten signature in black ink, appearing to read "John Smith", with a stylized, sweeping flourish extending to the right.

JOHN F. SMITH  
COL, FA  
Commanding

DISTRIBUTION:

C (Garrison Staff, Tenant Organizations, and Units using Camp Roberts)